



STATE OF WASHINGTON
DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF CONSUMER SERVICES

P.O. Box 41200 • Olympia, Washington 98504-1200
Telephone (360) 902-8703 • TDD (360) 664-8126 • FAX (360) 664-2258 • <http://www.dfi.wa.gov/cs>

March 9, 2004

Dear Check Casher/Seller Licensee:

Enclosed is the Annual Assessment Worksheet Report (the "worksheet") for check cashers, check sellers, and those with small loan endorsements as authorized by WAC 208-630-022. Please use the worksheet to compute your company's annual assessment. Return your completed worksheet with remittance (checks payable to "Washington State Treasurer") to this office, on or before April 15, 2004. A penalty of \$100.00 per day will be assessed if the Consolidated Annual Report (the "report") and worksheet with your remittance are not received by the due date.

"Volume" is defined in WAC 608-630-022(3) as including all transactions made under RCW 31.45 or WAC 208-630 for all Washington-licensed locations of your company. If the total volume of business conducted (for each license type) by your company is over one million dollars, you are required to pay \$530.86 for each location licensed by Washington.

The worksheets are thoroughly checked by our Financial Examiner staff and any discrepancies will be questioned. This requires additional time for both your office and ours, so please pay close attention to the instructions and your worksheet.

In addition to the worksheet discussed above, you must provide us with a report covering the year 2003. The information should be filed as of the year ended December 31, or your established fiscal year.

If your company operates on a non-calendar fiscal year, these documents are due 105 calendar days following the close of your fiscal year. Please e-mail to DCS@dfi.wa.gov or fax to 360/704-7015 to notify us of your fiscal year ending date. We expect you to track the due date and deliver the proper documentation on time, without further reminders from this office. Please provide written notification of your fiscal year by the April 15th deadline to avoid the late penalty.

Check sellers must also update the calculation of their Surety Bond coverage needs as outlined in WAC 208-630-030, or equivalent (if required – see WAC 208-630-035). Please see our website or phone our office for this form.

The worksheet and reports we include a questionnaire for licensees to fill out. This questionnaire or a version of it will be included in subsequent year's reporting requests in an effort to help the department better understand trends and dynamics in the industry. Consider this questionnaire part of your report. Return it with your report and worksheet.

Thank you for your prompt attention to this matter. You may review the RCW and WAC references from our website at your convenience. If you have questions about this process, please contact Kwadwo Boateng (e-mail kboateng@dfi.wa.gov) or Ed Burgert (e-mail eburgert@dfi.wa.gov) as per letterhead above.

Sincerely,

Whittier Johnson
Program Manager

Enclosures